

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3120 **TITLE:** DIRECTOR OF PATIENT CARE SERVICES **GRADE:** S-33

DEFINITION:

Under administrative direction, plans, directs, evaluates and manages the public health nursing and community education services, goals and programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is an administrative, managerial class with overall accountability for the quality and effectiveness of public health nursing and educational programs provided to the community by the Health Department, and on the achievement of agency goals and objectives.

ILLUSTRATIVE DUTIES:

Plans, organizes, directs and manages the delivery of nursing, and education services ensuring that County, state and federal requirements are met;
Develops and implements standards, policies and procedures for the delivery of the County's public health nursing and education services;
Assures nurses are in compliance with licensure and practice requirements of the Virginia Nurse Practice Act;
Directs training and orientation of supervisory, professional, paraprofessional public health personnel;
Directs orientation of supervisory nurses;
Evaluates public health nursing and educational programs as they relate to community needs;
Develops and justifies budget for public health nursing programs and services;
Represents the Health Director at meetings with community and governmental representatives;
Coordinates placement of student nurses in the County for the purpose of gaining experience required for various nursing certifications;
Conducts surveys and studies for special projects relating to health needs and program proposals in Fairfax County;
Confers with other community agencies on coordination of health services;
Speaks to professional, civic and community groups on services and programs available.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the theories, principles and practices of nursing, community health nursing, public health and community health planning;
Extensive knowledge of the principles and practices of preventive health care, communicable diseases and epidemiology;
Knowledge of applicable federal, state and County public health laws and regulations;
Knowledge of current literature and new developments in public health, nursing practice and administration;
Knowledge of the principles, practices and techniques of administration, management, supervision, and consultation;
Knowledge of demography, statistics and research methodology;

Knowledge of theories and principles of adult education;
Knowledge of available community resources for referral;
Knowledge of the legislative and political process;
Ability to identify public health and nursing needs in the community;
Ability to function effectively as an interdisciplinary management team leader or member;
Ability to plan and evaluate a comprehensive community health program;
Ability to develop, analyze, and review methods and systems for health services delivery;
Ability to write comprehensive reports;
Ability to provide constructive leadership;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with associates and representatives from other agencies and the community.

EMPLOYMENT STANDARDS:

Graduation from a National League for Nursing accredited college or university or an equivalent program as determined by the Virginia State Board of Nursing with Master's degree in a nursing specialty or other health management discipline; PLUS
Eight years of full-time equivalent post-licensure experience, four of which must have been in an administrative/supervisory capacity in a public health setting.

CERTIFICATES AND LICENSES REQUIRED:

Possession of current license to practice as registered nurse in the Commonwealth of Virginia.

REVISED:	November 27, 2002
REVISED:	July 26, 1993